File Management

COPYING FILES

You can use several methods for copying (and moving) files:

- right clicking,
- clicking a toolbar icon,
- clicking edit, copy on the menu bar,
- pressing 'control c' on your keyboard, or
- dragging your files to another location. As you gain more experience and confidence, you will probably use the dragging option more frequently. Initially, you may prefer the other options.

Basically when copying files from one directory or drive to another, you are going to select the file, then use one of these methods to copy it to another location.

Practice Exercise

Try the following ways to copy files using the different methods:

RIGHT CLICKING

- Put a disk with at least 3 expendable files to play with in your A: drive.
- Open Windows Explorer
- Click once on [A:] to reveal all the files on your disk (A: drive).
- Right click on one of the files and choose copy.
- On the left side click on C: and navigate down to the Temp folder.
- Right click on Temp and choose Paste (left click).
- Check it by double clicking on the Temp directory folder to see it displayed on the right side

MENU BAR

- Click once on a file on your disk (A:), on the menu bar choose edit, copy.
- Navigate to the directory folder where you wish to place your file(Temp). Select it by clicking on it once.
- On the menu bar choose edit, paste.
- Check it by double clicking on Temp to see it displayed on the right side.

KEYBOARD

- Select a file on you A: drive (disk) by clicking on it once, press Ctrl C (hold down control while you press the letter c). Then release it--you have just copied it.
- Navigate to the directory where you wish to place your file (Temp). Select it by left clicking on Temp once.
- Press Ctrl V (hold down control while your press v).
- Check it by double clicking on Temp and see it displayed on the right.

DRAGGING *NOTE: You need both directories visible to use this option.*
Or you can open up Explorer again and move the windows around for good viewing.

- Then in one window locate the file to be copied .
- In the 2nd window scroll to the desired target drive and folder so that it is visible.
- Then click and hold the left mouse button on the file in the first window and drag it to

the 2nd window to the desired folder:

a. if copying it to the same drive, hold down the letter C on your keyboard while you drag it. (Remember: C for copy!)
b. if copying to a different drive, just drag it.
(Windows 95 or 98 automatically copies rather than moves to different drives.)

- Drop it precisely on the folder to which it will go. A small box will be visible around the selected folder, so that you can drop it within that folder.
- If you miss, check the folders above and below your selected folder to see if the file landed there. Otherwise, you may have to search to locate it.

TIP: You can copy several files at a time by

- Left clicking on 1 file, hold down the 'Ctrl' key while you select the other files
- Release the Ctrl key and on any one of the selected files drag to desired location.

Practice Exercise

- Click on A: to reveal your files on the right side.
- Right click on one of the files and choose Copy.
- On the left, scroll down to the Temp folder, right click on it, choose Paste. See how easy!
- Repeat the same steps, but this time select the file and click on Edit on the menu bar, then perform the copy and paste.

Now let's try another copying maneuver. You are going to copy several files from one drive to another using two windows:

- Open Windows Explorer
- Open Windows Explorer again
- On the task bar at the very bottom of the screen, find an open spot, right click in that space and choose 'Tile Windows Horizontally'. Now you have two windows open.
- In the top window, click on A: to reveal your files on the right side.
- In the bottom window, click on C: and scroll to the Temp folder.
- In the top window, select three files by Left clicking on one file, hold down the 'Ctrl' key while you select (left click) two other files. Now you see three highlighted (selected) files.

Release the Ctrl key and on any one of the selected files drag to the bottom window to the Temp folder. All three files were copied.